

**FACILITY RESERVATION APPLICATION**  
**Phone: (206)439-9273 •Fax: (206)246-0932**



**Mailing Address**  
**North SeaTac Park Community Center**  
**13735 24th Avenue South**  
**SeaTac, WA 98168**

Facility Requesting \_\_\_\_\_  
Type of Activity \_\_\_\_\_  
Rental Date(s) \_\_\_\_\_  
Day of Week \_\_\_\_\_  
Use Hours \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.  
**NOTE: TIME PERIOD INCLUDES SET-UP AND CLEAN-UP.**  
Estimated Attendance \_\_\_\_\_  
If Youth Event, # of Chaperones Required \_\_\_\_\_

Organization \_\_\_\_\_ Non-Profit Status Identification # \_\_\_\_\_  
Applicant \_\_\_\_\_ Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Person in Charge of Activity \_\_\_\_\_ Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Refund of Security/Damage Deposit payable to \_\_\_\_\_  
Address if other than above \_\_\_\_\_  
Is event open to the public? Yes \_\_\_\_\_ No \_\_\_\_\_  
Will admission or any other fees be collected either before or during the event? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how much? \$ \_\_\_\_\_  
Insurance: Yes \_\_\_\_\_ No \_\_\_\_\_ Insurance Company \_\_\_\_\_

**ASSUMPTION OF LIABILITY: AGREEMENT TO HOLD HARMLESS**

The applicant assumes the entire responsibility and liability for losses, damages and claims arriving out of injury or damage to the applicant's displays, equipment and other property brought upon the premises of the City and shall indemnify and hold harmless the City, agents, and employees from any and all such losses, damages and claims.

**INSURANCE**

For your protection, you may wish to obtain public liability insurance while using City property to indemnify against loss resulting from bodily injury and/or property damage. Your personal insurance agent or an insurance agent can assist you in obtaining this insurance. A copy of the insurance certificate should be filed with the City. The applicant acknowledges that the City (operator/owner), King County (builder), and the Port of Seattle (property owner) do not maintain insurance covering the applicant's property and that it is the sole responsibility of the applicant to obtain business interruption and property damage insurance covering such losses by the applicant.

\_\_\_\_\_  
Applicant's Signature (SIGNATURE REQUIRED)

\_\_\_\_\_  
Date

**AGREEMENT TO ABIDE BY RULES AND REGULATIONS**

In the event the applicant is a corporation, partnership, association, club, society, or group, the person signing this agreement for such entity represents to the City that he/she has full authority to sign such contract and, in the event that he/she is not so authorized, that he/she will be personally liable for the faithful performance of this agreement. The terms and condition, together with the attached rules and regulations shall constitute a contract between the applicant and the City of SeaTac. I have read all of the attached printed rules and regulations for use of the City of SeaTac's facilities. I understand and plan for the group I represent to apply to all the above printed rules and regulations.

\_\_\_\_\_  
Applicant's Signature (SIGNATURE REQUIRED)

\_\_\_\_\_  
Date

**FOR OFFICE USE**

SECURITY/DAMAGE DEPOSIT REQUIRED: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_

RENTAL FEE \_\_\_\_\_ hours X \$ \_\_\_\_\_ (rate) = \$ \_\_\_\_\_

\_\_\_\_\_ hours X \$ \_\_\_\_\_ (rate) = \$ \_\_\_\_\_

STAFF FEE \_\_\_\_\_ hours X \$ \_\_\_\_\_ (rate) = \$ \_\_\_\_\_

TOTAL RENTAL FEE \$ \_\_\_\_\_ Due by \_\_\_\_\_ (date) Date Paid: \_\_\_\_\_ Receipt # \_\_\_\_\_

SECURITY/DAMAGE DEPOSIT REFUNDED: Date Processed \_\_\_\_\_ Amount \$ \_\_\_\_\_

White - Office

Yellow - City Hall

Pink - Applicant

## RULES AND REGULATIONS FOR USE OF CITY FACILITIES

**FEES-** The security/damage deposit must be paid either 90 days prior to the event, or at the time the application is approved. Payment for the user fees must be paid at least 14 days prior to activity. If Banquet Permit is required, a copy must be provided at time of payment. Reservations for facility uses will be taken no more than one year prior to the event. The applicant shall be responsible for expenses incurred by the City in correcting, cleaning, repairing or replacing any facilities, property of the City which was damaged in connection with the activity, meeting or event for which the facility was rented, regardless of who actually caused the damage. Payment for such damages shall be deducted from the security/damage deposit, the additional amount shall be paid by the applicant to the City within thirty(30) days after receipt of bill for that amount. There shall be an additional hourly fee for staff when the use of the City facilities is during non-business hours. The rental rate for City facilities where two or more adjoining rooms are being rented shall be seventy five percent (75%) of the total of the rental rates for the rooms being rented, but no less than the rental rate for the most expensive room.

**CANCELLATION/NON-PERFORMANCE-** 20% of the rental fee is non-refundable if the event is cancelled regardless of the amount of notice given. IF THE APPLICANT FAILS TO PROVIDE AT LEAST 14 DAYS NOTICE, THE ENTIRE RENTAL FEE SHALL BE FORFEITED TO THE CITY. If the City is able to rent the facility with 14 days or less notice, only 20% of the rental fee will be forfeited. If for any reason beyond its control, including, but not limited to strikes, labor disputes, accidents, government requisitions, restrictions or regulations on travel, City activities, commodities, or supplies, acts of war or acts of God, the City is unable to perform its obligations under this agreement, such non-performance is excused and the City will terminate this agreement without further liability of any nature, upon return of the applicant's deposit. In no event will the City be liable for consequential damages of any nature for any reason whatsoever, if, for any reason, the space reserved hereunder is not available for the event. The City may substitute, at its discretion, other space in the City at least comparable in quality to the space reserved, and if the applicant agrees to accept such substitution. The City reserves the right to reject any application for use of its facilities and to cancel approved facility use permits and refund the unearned portion of any fee paid when it is deemed that such action is in the best interest of the City, provided, however, that where the City cancels a previously approved application for City facility use, the City shall endeavor to provide notice to the applicant of the cancellation as soon as reasonably feasible. The City reserves the right to reject any application when it believes that use might result in undue wear and tear or that such use would be more appropriate housed in a commercial or other non-city facility.

**FACILITY USES-** Application forms for use of City facilities shall be submitted to the Recreation Supervisor, who shall determine the appropriateness of the use. City functions shall have priority over community requests for facility use. Local non-profit groups shall have priority over other groups and organizations for facility use. Uses of the same priority shall be prioritized on a "first come first served" basis. Use of facilities will not be granted when the primary purpose is for private or commercial gain or for commercial advertising purposes. This provision does not restrict the rental of City facilities to commercial businesses for meetings, lectures, conferences, banquets and other uses so long as the primary purpose is not for commercial gain. The use of facilities shall not be granted for political purposes. Use of City facilities will not be granted for any meeting at which admission is charged or a collection of money taken, unless all such funds are to be used to cover the costs of the meeting and/or for bona fide charitable purposes, in which case, the applicant shall be obligated to provide to the City adequate documentation to establish that charges will cover costs only and/or that charges will be used for bona fide charitable purposes. Facilities used shall be limited to those specified on the approved application. All applicants shall be responsible for making sure that the occupancy capacity of the facilities being rented shall not be exceeded.

**OPERATION OF BUILDING-** The patron agrees to begin the function at its scheduled time and to have guests and invitees vacate the designated function space at the designated vacate time. The applicant further agrees to reimburse the City for any overtime wage payments, other expenses or damages incurred by the City because of the applicant's failure to comply with City regulations. In connection with the rental or use of any City facility, the City reserves the right to have representative(s) present, and to enforce any requirements of those rules and regulations or other state or local rules. Cooking will not be allowed in any facility other than in the kitchen area of the North SeaTac Park Community Center or Valley Ridge Community Center. Food or drink will be allowed only in the rooms rented which include Arts & Crafts, Multi-Purpose and Banquet Room. If the rental of the North SeaTac Park Community Center Performance Hall (Room 105) is to include the kitchen, and is for a banquet purpose, no other permission needs to be obtained other than approval of the rental application.

**ALCOHOL/SMOKING POLICY-** Alcoholic beverages are allowed in the North SeaTac Park Community Center Banquet Room and Valley Ridge Community Center provided that the applicant obtain a banquet permit in connection with the application. The applicant will be responsible for providing the city with a copy of such banquet permit. The City does not permit the serving of alcoholic beverages to anyone under the age of twenty-one(21), or under the influence of alcohol, in accordance with Washington State Beverage Control Regulation. The applicant understands and agrees to abide by this policy and to uphold the laws of the State of Washington. Smoking is not permitted in any of the City's facilities as listed in this agreement.

**DECORATIONS-** The use of candles or any other open flames are strictly forbidden. The use of rice, birdseed, confetti, dance wax and any other similar materials is not permitted within any of the facilities. Masking tapes and scotch tapes are permitted. No decorations are allowed which would damage or discolor facility. Decorations must be flameproof.

**CLEAN-UP POLICY-** The applicant will be responsible for removal of all decorations, removal of any items of property brought to the facility, removing all trash or depositing all trash in appropriate receptacles on city facility property, appliances and items of equipment used in connection with kitchen facilities shall be cleaned, using soap and water only. All floors and counters of facilities rented shall be cleaned, using soap and water only. All spills must be cleaned up and wet-mopped, using water only, and then dry-mopped. Cleaning equipment shall be located within the facility. All City tables and chairs must be stacked and put back in proper storage area. Prior to leaving facility, the user group shall be responsible for cleaning and placing in order all areas used by them.

**SECURITY GUARDS/CHAPERONS-** If required, in sole judgement of the City, in order to maintain adequate security measures in light of the size and nature of the Event, the applicant shall provide, at its expense, security personnel for the Event supplied by a reputable licensed guard or security agency doing business in the City of SeaTac or King County. The guard or security agency shall be subject to prior approval of the City. Adult chaperons are requested for youth activities at a ratio of one chaperon for every 25 youth attending. A list of chaperons must be submitted to the Community Center staff at least two weeks prior to the event. An applicant may be required to hire special security for an event.

**ADVERTISING AND PROMOTION-** The City of SeaTac reserves the right to approve in advance any advertising of any kind that utilizes the City's name or logo. Please submit any promotional materials to the City prior to the planned production of any such materials.

## RENTAL CLEAN-UP CHECKLIST

- ☐ ☐ Chairs - stacked in stacks of 6 and returned to proper storage
- ☐ ☐ Tables - wiped down and returned to proper storage area
- ☐ ☐ Trash - removed trash and deposited in dumpster located outside kitchen door
- ☐ ☐ Floors - wiped up any spills and dry mopped
- ☐ ☐ Appliances - clean any appliances used (stove, oven, convection oven, refrigerator, freezer)
- ☐ ☐ Patio - pick up garbage and sweep
- ☐ ☐ Damage - checked for damage to walls, floors, appliances, equipment
- ☐ ☐ Equipment or supplies left in proper location
- ☐ ☐ Was room left in satisfactory condition?

List any damage/problems \_\_\_\_\_

\_\_\_\_\_

Did renters vacate room on time as listed on application?      Yes                  No

If room was vacated late, how late? \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Inspected By \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Renter Signature \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Signature of staff does not waive liability of renter for items damaged or missing.